

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

POLICE CAPTAIN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future Police Captain positions at the University of Wisconsin Madison. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses Police Captain positions which function as either the Field Services Captain, the Support Services Captain, or the UW Hospital Medical Complex and Clinics Captain for the University of Wisconsin Madison. Positions allocated to this classification meet the statutory definition of supervisor and confidential as defined in s. 111.81(19) and (7) and as interpreted and administered by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of supervisor and confidential as defined in s. 111.81(19) and (7) and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Non-supervisory law enforcement position.
3. Law enforcement positions found in agencies other than UW Madison.
4. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

These professional law enforcement positions are responsible for performing the following types of duties: providing administrative direction; assisting in policy development and implementation; reviewing and evaluating the effectiveness of programs implemented; investigating and resolving complaints about departmental services or personnel; preparing reports; coordinating responses to various requests for the department; establishing and maintaining effective working relationships with other agencies in the criminal justice system; coordinating and planning special events on campus; reviewing all personnel transactions; and evaluating the performance of employees. These positions are also responsible for analyzing current crime trends, traffic accidents, and security problems to develop personnel assignments, procedures, and public information to prevent future occurrences; speaking before community organizations; supervising training programs for all personnel; and testifying in court matters. These positions report directly to the Chief of Police.

Field Services Captain This position is responsible for the patrol, investigative, communications, and security functions of UW Madison. This position supervises Police Lieutenants, Police Sergeants, Security Supervisors, Police Detectives, Police Officers, Police Communications Operators, and administrative positions.

Support Services Captain This position is responsible for the support service section, which includes budgeting, court services, training, purchasing, records, and crime prevention. This position supervises Police Lieutenants, Police Sergeants, Security Supervisors, a Management Information Specialist, and administrative positions.

UW Hospital Medical Complex and Clinics Captain. This position is responsible for the security of the Health Sciences complex including University Hospital, all surrounding connected and associated buildings, and all associated clinics, and management of the programs, police and security staff, and security operations that provide for the safety and security of all users of these facilities. This position is responsible for strategic planning, resource allocation, budgeting, employee training and orientation, crime prevention and access management expertise. This position supervises a Police Lieutenant responsible for Police Sergeants, Security Supervisors and Security Officers.

III. QUALIFICATIONS

Other qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective January 22, 1995 and announced in Bulletin CC/SD-36 as a result of the Law Enforcement Survey of classifications in the Security and Public Safety, Blue Collar, and nonrepresented Security and Public Safety-related units. The Police Captain classification was modified effective September 9, 2001 and announced in Bulletin CLR/SC-133 to reflect police captain functions at UW Hospital Medical Complex.